Comprehensive Manual

A Complete Guide to Working the Polls: Part Two

Name: _____

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Guidelines for Processing Voters

Overview

All voters must vote in the precinct in which they live. This is true for **all** voters, including provisional voters. Voters can check-in at a regular ePB or at the VAT ePB. When checking voters in, make sure to follow the directions as they display on the ePB.

> Keep in mind most voters are processed at the check-in ePBs, but some ePB instructions may require you to send a voter to the VAT ePB for processing.

The following table shows what options are available on a **regular ePB** in comparison with a **VAT ePB** (connected to an ePB printer):

Option	Regular ePB	VAT ePB + ePB Printer
Process regular voters	✓	✓
Void ballots	✓	✓
Issue replacement ballots	✓	✓
See device info, logout	✓	✓
Look up/direct voters to correct location	✓	✓
Access Quick Guide, phone numbers	✓	✓
Clock-in, payroll, oath	✗	✓
Process provisional voters	✗	✓
Print 11 am and 4 pm Voted Lists	✗	✓
Print directions to other locations	✗	✓
Ballot Accounting	✗	✓

Assist a Voter to Mark a Ballot:

A voter can either bring someone with them to assist in marking a ballot, or they can request PEO assistance. If the voter requests PEO assistance, both a Democrat and Republican PEO must assist, and the instance should be recorded in the *Notes* pages.

Notes Pages/Forms Binder

Use the *Notes* pages to write down problems or issues that occurred for **each category**. Include **voter's name** and write **PEO initials** next to notation.

Do not put a *Void* note on the *Personnel* page etc.

PROVISIONAL NOTES

TIME	NAME	REASON	
EX. 10:23 AM	JOHN DOE	ADDRESS CHANGE	PROVISIONAL NOTES
EX. 11:15 AM	JANE PUBLIC	NAME CHANGE, NO PROOF	

See other side
Page 1 of 2

VOID NOTES

TIME	NAME	REISSUE BALLOT	
EX. 10:23 AM	TIGER WOODS	YES	VOID NOTES

See other side
Page 1 of 2

PERSONNEL NOTES

NAME OF PEO	ISSUE	NOTIFIED PEO SUPERVISOR	
EX. NEAL DIAMOND	NO SHOW MONDAY	YES– HAYLEY	PERSONNEL NOTES
EX. BOB GONZ	LATE TUES 8:00AM ARRIVAL	NO	

See other side
Page 1 of 2

GENERAL NOTES

Ex. Voter appears to have thrown their ballot in the trash. Ballot accounting will be off by at least 1 at end of the night.

GENERAL NOTES

See other side
Page 1 of 2

Regular Voter

What is a regular voter?

Regular voters are registered voters who present an unexpired, valid photo ID and state their name and address which matches what displays in the ePB.

The following statements are true for regular voters:

- The voter has acceptable photo identification.
- The voter's names and address is listed correctly in the ePB.
- The listed current address is in your polling location.
- The voter is not flagged as *Process Provisional* by the ePB.

Photo ID Requirements

When examining photo identification, PEOs must be able to determine that the photo reasonably conforms to the voter and that the name listed on the ID conforms to the information in the ePB.

See page 6-12 for what to do if the photo ID does not match.

The following **unexpired** photo IDs are acceptable:

- Ohio Driver License/Ohio State ID Card
- Ohio Interim Documentation issued by the BMV
- US Passport or Passport Card
- US Military ID, Ohio National Guard ID Card, US Dept. of Affairs ID Card, or digital Veterans ID Card

The address on a voter's Driver License does not need to match the ePB.

> The U.S. Military ID card and Ohio National Guard ID card are more commonly known as the Common Access Card ("CAC"). Military ID's are issued to military personnel, dependents of military personnel, and veterans. The U.S. Department of Veterans Affairs issues Veteran ID Cards ("VIC") and Veteran Health Identification Cards ("VHIC"), both of which include a name and photograph. Veteran ID cards issued by county recorders do not qualify as valid photo ID for voting purposes. As a general rule, an in-person voter must present photo ID in physical form. However, beginning in September of 2022, the U.S. Department of Veterans Affairs discontinued issuing physical VIC and now issues only digital VIC. As H.B. 458 clearly allows voters to use an ID card issued by the U.S. Department of Veterans Affairs, election officials must accept the digital VIC if the voter presents it.

Unacceptable Photo IDs

- Expired Ohio Driver License/Ohio State ID Card
- Driver License from another state
- Utility Bill, Bank Statement, Government Check, Payroll Check, Government Document, Social Security Card
- Official mail or notice from the Board of Elections
- MARCC ID (Metropolitan Area Religious Coalition of Cincinnati)
- Ohio Mobile ID
- State of Ohio noncitizen identification, also known as a Non Renewable/Non Transferable credential

Voters without acceptable ID must vote provisionally.

> **Religious Objection**
> Voters who do not have a photo ID due to a religious objection to being photographed must be given a *Form 12-O* for completion. These voters are required to vote provisionally. Attach *Form 12-O* to the provisional envelope using blue painters tape.

Acceptable Photo Identification Chart

ACCEPTABLE IDENTIFICATION (ID)
For Voting Purposes

Registering to Vote:

Online: Ohio Driver's License or Ohio State ID number **AND** last 4 digits of social security number

On Paper: Ohio Driver's License or Ohio State ID number **OR** last 4 digits of social security number

ACCEPTABLE ID CANNOT BE EXPIRED

Voting in Person (Early or on Election Day)*

Provide ONE of the following:
- Ohio Driver's License or Ohio State ID card or interim ID issued by BMV,
- US Passport or Passport Card,
- US Military ID card, Ohio National Guard ID card, or US Department of Veterans Affairs (digital or physical) ID card

*Ohio's "Mobile ID" is NOT an acceptable form of photo identification for voting purposes

Voting by Mail

Provide ONE of the following:
- Last 4 digits of social security number,
- Ohio Driver's License or State ID number,
- Copy of US Passport or Passport Card or copy of US Military ID card, Ohio National Guard ID card, or US Department of Veterans Affairs ID card
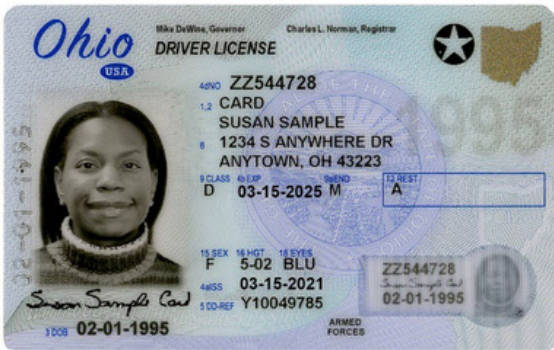
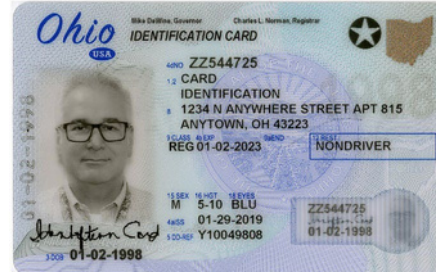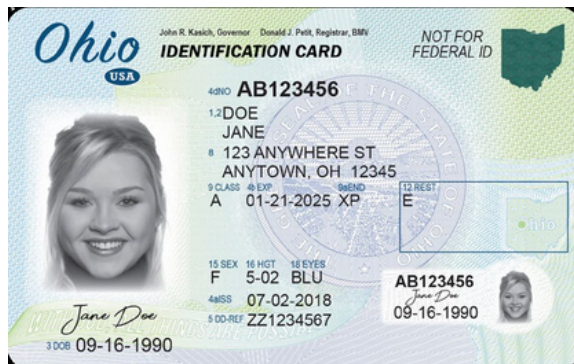**Board of Elections**
HAMILTON COUNTY OHIO

Revised 8/7/2024

Call the Help Desk with any questions on acceptable photo ID for Voting!

Examples of Acceptable Photo IDs

Examples of Ohio Driver's Licenses

Examples of State ID Cards

Examples of Interim IDs

Interim Documentation for Driver's License

Interim Documentation for Commercial Learner Permit

Example of US Passport

Example of US Passport Card

Examples of Acceptable Photo IDs

Examples of Military IDs

There are several types of military IDs issued by the U.S. Department of Defense that are acceptable for voting in Ohio:

- Common Access Card ("CAC")
- Uniformed Services ID Card
- *DD Form 2*
- *DD Form 1173*
- *DD Form 1173-1*
- *DD Form 2765*
- DoD Civilian Retiree Card

> Go to the following webpages to view the various types of military ID issued by the U.S. Department of Defense:
> *http://www.cac.mil/common-access-card/*
> **and**
> *ttp://www.cac.mil/uniformed-services-id-card/*

Examples of Ohio National Guard ID (CAC)
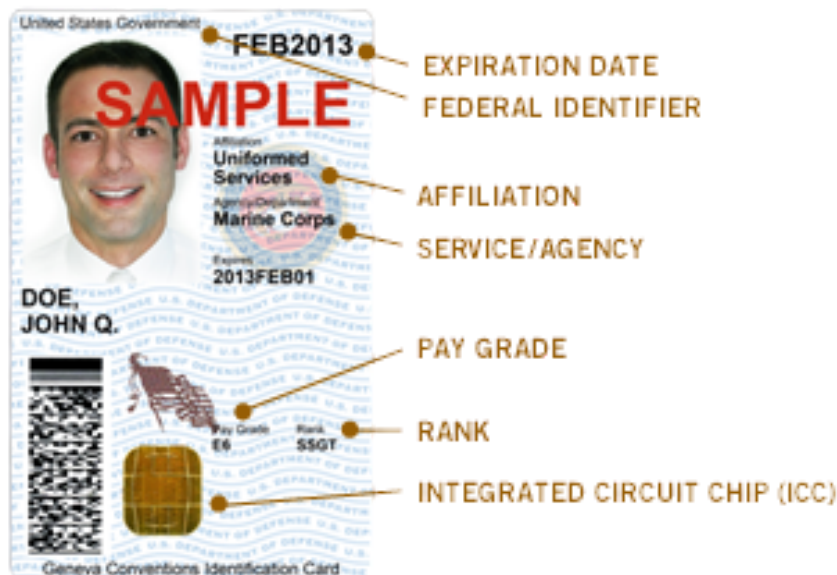
Examples of Uniformed Services ID Card

Examples of the DD Form 2 - Retired

Examples of the DD Form 1173

Examples of US Department of Veterans Affairs ID

Updated Version

Old Version

Digital Version
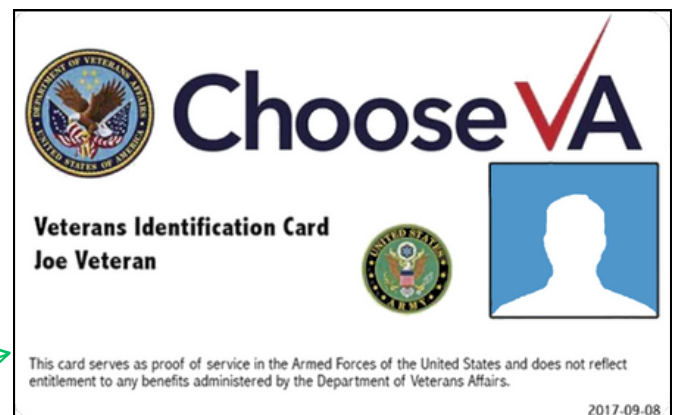
Using an ePB to Process Voters

Steps to Process Regular Voters

Voters can check in at any ePB, including the VAT ePB.

To process a voter, do the following:

1. Ask voter, "May I see your ID, please?"
2. **Verify that the ID is unexpired.**
3. Verify that the ID is a US Citizen ID (not a noncitizen ID).
4. Verify that the photo ID reasonably conforms to the voter. You may request that the voter remove face coverings to do this.
5. Scan the Driver License/State ID with ePB camera or select **Manual Voter Search**.
6. Ask voter, "What is your name and current address?"
7. Verify that the voter's stated name and address match those listed in the ePB. If the information matches, touch **ISSUE BALLOT** and flip the ePB for voter to sign.
8. Voter uses stylus to sign the ePB, selects **DONE** and flips the ePB back to you.

*If the ID is expired, select the red **No Photo ID or Expired ID** button and go to page 7-5 for further instruction!*

See pg. 6-15 Manual Voter Search for instructions!

Go to the next page for more information about noncitizen IDs.

Address on ID does not need to match what the voter says/ePB.

Issuing a Ballot

1. Compare the new signature to the signature on file in the ePB. If the signatures match, select **ISSUE BALLOT**.
   a. If the signature does not match, send the voter to the VAT.
   b. At the VAT, check-in the voter normally and have the voter re-sign. If you feel it still does not match, gather a bipartisan committee of your fellow PEO's to vote on whether or not the signatures match. If the committee votes that the signatures do not match, the voter would be processed provisionally. Select SIGNATURE MISMATCH. Follow the prompts to process the voter provisionally.
2. The ePB tells you which ballot style to give the voter. Find and pull the correct ballot.
3. Scan the bottom ballot barcode using the ePB camera. If you scan the wrong one, the screen will show this, and you can get the correct ballot.
4. Once the screen says *Voter successfully checked in*, remove the ballot stub from the ballot.
5. Place the removed ballot stub in the *Ballot Stubs Bag*.
6. Give the voter their ballot, direct the voter to a voting booth, and instruct the voter to cast their completed ballot into the Vscan.

If the voter fails to cast their ballot and leaves it on the Vscan or anywhere else, do not cast the ballot for them. The ballot should be **voided**.

To void a ballot, do the following:

1. Place VOID sticker on top left barcode on the ballot.
2. Place the voided ballot in the red *Voided Ballot* envelope.
3. Make a note in the *Void Notes pages*

See page 6-18 for more details on voided ballots.

The following forms of ID CANNOT be accepted:

- **Expired** Ohio Driver License/Ohio State ID Card
- Driver License from **another state**
- Utility Bill, Bank Statement, Government Check, Payroll Check, Government Document, Social Security Card Official mail or notice from the Board of Elections
- MARCC ID (Metropolitan Area Religious Coalition of Cincinnati)
- Ohio Mobile ID
- Non citizen ID

Ohio Mobile ID is NOT a valid form of photo ID when casting a ballot.
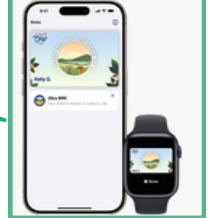
Religious Objection Voters who do not have a photo ID due to a religious objection to being photographed must be given a *Form 12-O* for completion. These voters are **required** to vote provisionally. Attach *Form 12-O* to the provisional envelope using blue painters tape.

> Voters without acceptable photo ID **must** vote provisionally!

What to do if the Photo ID does not match

Note that faces can change over time for many reasons, and some people may be registered under a variant of their name. The photo and name on the voter's ID **do not need** to be an **exact match**.

Instead, the PEO must be able to make the determination that the name on the ID conforms to the name in the ePB, and that the picture on the ID reasonably conforms to the person presenting themselves to vote.

If a PEO believes that a voter's picture on the ID does not reasonably conform, do the following:

- Gather a bipartisan committee of your fellow PEO's to vote on whether or not the picture reasonably conforms to the person presenting themselves to vote. If the committee votes that the picture does conform, continue the check-in and issue the voter a regular ballot.
- If the committee agrees that the picture does not reasonably conform, the voter should be issued a provisional ballot. On the home screen select red No Photo ID or Expired ID button, find the voter and process as provisional. Document the reason for the provisional ballot in the *Provisional Notes Pages* and attach a note to the outside of the provisional envelope.

The State of Ohio noncitizen identification, also known as a Non Renewable/Non Transferable credential, is not acceptable.

PUBLIC INTEGRITY DIVISION
Honest. Secure. Accountable.
Provided by the Ohio Secretary of State

Photo ID Review Process:
- If a registered voter appears in the poll book, ask them to present a valid form of photo identification (ID).
- If a driver's license or state ID is presented, confirm the voter's name and photograph and that the license or ID is not expired.
- If the license or ID contains a "NON-RENEWABLE/NON-TRANSFERABLE" identifier (on the front), the identification is not valid.
- If the license or ID contains a "NONCITIZEN" identifier (on the back), the identification requires additional proof of citizenship.
- If the ID contains a "NONCITIZEN" identifier (even if otherwise valid and unexpired), use *Form 10-U* to verify the voter's citizenship qualifications. Please note, *Form 10-U* is found in the White Covered *Forms Binder*.
- If upon completion of *Form 10-U*, the person has provided a valid photo ID and acceptable proof of citizenship, they may vote a regular ballot.
- If upon completion of *Form 10-U*, the person has not provided a valid photo ID and acceptable proof of citizenship, they must vote a provisional ballot.

Non-Renewable/Non-Transferable ID Card Samples

Certificate of Citizenship

Certificate of Naturalization

Manual Voter Search

If the voter's Driver License or State ID does not scan, or the voter provided another type of photo ID, use all three available manual search methods to find the voter. Only if none of the following searches work can you conclude that the voter is not registered and must vote provisionally.

To search for a voter, tap the yellow **Manual Voter Search** box. Select the form of ID provided and complete the following steps to find the voter. If after any of the following steps, you find the voter, simply continue on with processing the voter regularly.

1

NAME AND BIRTHDATE
- Leave last name blank.
- Enter first letter of voter's first name.
- Enter the voter's complete birthdate.
- Select SEARCH

2

LAST NAME AND HOUSE NUMBER
- Enter first three letters of voter's last name.
- Enter voter's complete house number.
- Select SEARCH

3

VOTER CODE
- Enter 8-digit code found on the Find Voters List listed before the voter's name.
- Select SEARCH

If the voter's name **is not found**, look up their address on **Precinct Lookup** to determine if they are in the correct location. If the voter is in the correct location but the name does not display, send them to the VAT ePB.

Precinct Lookup

If you are concerned a voter is in the wrong location, you can search their address to see where they are registered. You can use the **Precinct Lookup** function to send a voter to the correct voting location.

1. From the home screen, press ☰ and select **Precinct Lookup**.
2. Enter the **House Number** and **Street Name**. For the street name, always type out entire directional word and the first three letters of the main street name. (For example, type WEST POP for West Poplar St. Type *CHE* for Chestnut Street).
3. Tap **SEARCH**.
4. Select the correct street to highlight it and press **CONTINUE**.
5. If the precinct is not in your location, you can send the voter directions to the correct polling location through email or text using ✉ or print the directions from the VAT ePB by pressing 🖨 .
6. Select **CONTINUE** to complete. Then press **PROCESS NEXT VOTER**.

What is a special designation?

Special designations are messages that display in blue boxes on the ePB screen that tell you to process a voter differently from a straightforward, regular voter. (Always read the blue boxes, they are very helpful)!

Here are some special designations and instructions for handling them:

Absentee Ballot Requested - The voter requested an absentee ballot. Send the voter to the VAT ePB to vote provisionally.

ACK Card Returned - An acknowledgement card was mailed to the voter and returned to the BOE as undeliverable. Send the voter to the VAT ePB to vote provisionally.

Record ID - This voter failed to register with a valid ID. If they provide valid, unexpired ID, write down the ID# in the *General Notes* and allow the voter to vote regularly. If they do not provide ID, send the voter to the VAT ePB to vote provisionally.

Challenged Voter - Call the **(513) 946-8500** and press **1** for further instructions. The voter is required to complete a *Form 10-U* or vote provisionally.

Verify Current Address & Correct Precinct - Call the Help Desk for further instructions.

Attorney in Fact - Process regularly. The Attorney in Fact may sign on the voter's behalf but the voter must be present.

Registered Voter and Voted Lists

Any person may enter the polling place to see *Registered Voter Lists*. They cannot interfere with the voters or the voting process.

The following options are lists and instructions on posting lists:

> Members of the public checking lists may not wear any campaigning clothes or accessories, and may not remove the posted Official Precinct Voter Registration List(s).

- 6:30am *Purple Registered Voter List #1* - This shows all registered voters and indicates those who voted early or by absentee. Post this at 6:30am on Election Day.
- Print the 11am *Voted List* on the VAT. On the VAT, select the menu lines and then 11/4 *Voted List*. Tap Print. Attach the printed list to the existing *Registered Voters List* clipboard.
- Print the 4pm *Voted List* on the VAT. On the VAT, select the menu lines and then 11/4 Voted List. Tap Print. Attach the printed list to the existing *Registered Voters List* clipboard.

> Use the white *Find Voters List* in the red *Emergency Bag* as a back-up signature poll book **ONLY** if no ePBs are working.

Legal Proof of Name Change: Form 10-L

If a voter listed in the ePB provides proof of a legal name change (such as a marriage license or a court order that includes both current and former names), the voter may complete and sign a notice of change of name (*Form 10-L*) and vote a regular ballot (as long as their current address is still in the precinct).
On Voter Identification Screen select **NO, NEEDS CHANGES**. Tap blue **EDIT** button by the voter's name to update voter's new name, then select **Continue**. Select the Name Change Documentation that the voter has provided and hit **Continue**. Continue processing the voter a regular ballot. The Board of Elections will also update the name change based on the *Form 10-L*.

> If a voter changed their name and does not provide proof of a legal name change, the voter must vote provisionally.

Write-in Candidates

A list(s) of precinct Write-in candidates (if any) will be in the *Administration Bag*. Multiple locations may receive more than one precinct Write-in list (there may be one per precinct in the location). **Lists are not for public display**.
A voter must ask for the names of the Write-in candidates and list(s) must remain at the check-in ePB.

Voting Write-in on the Vscan

- If asked, show the voter the list of valid Write-in Candidates for their precinct.
- Inform the voter they must fill in the box next to the "Write-in" line AND write the name of the candidate on the line.

Voting Write-in on the Access Writer

- If asked, show the voter the list of valid Write-in Candidates for their precinct.
- Inform the voter they must select the box next to the "Write-in" and then enter the LETTERS of the name of the candidate by following the prompts on the screen.

Void Ballot and Issue Replacement on ePB

How to VOID a Ballot and Issue a Replacement

If a voter makes a mistake on their ballot and wants a new one, don't panic! The process for voiding a ballot is quite simple and **can be done on any ePB**.

There are three rules to remember:

1. A voter can have up to two replacement ballots if they make mistakes.
2. A voter cannot void a ballot after it is cast into the Vscan. They must hand you back a ballot in order to receive a new one.
3. The voter should **never** have more than one ballot in their possession at one time.

Steps for Voiding a Ballot on the ePB:

1. Ask the voter to fold their ballot to conceal any marks they made.
2. On the ePB, select ☰ and then press **VOID BALLOT**.
3. Enter the voter's birth year and enter the first four letters of the voter's last name and select **SEARCH**.
4. Locate the correct voter and touch the voter's name to highlight it.
5. Select **VOID** and then press **YES** to issue a replacement ballot.
   a. If the voter does not wish to have a replacement ballot, select **NO**.
6. Select **CONTINUE** and then **YES**.
7. Flip the ePB for the voter to sign.

Replace Complete Ballot:

1. Place a **VOID** sticker over the top, left barcode of all voided ballot sheets.
2. Pull the **new** ballot and **scan** the new bottom ballot barcode of the first page and verify that you pulled the correct replacement ballot.
3. Remove the ballot stub from all sheets and give the voter the new ballot.
4. The replacement ballot's stubs goes in the *Ballot Stub Bag*.
5. The voided ballot goes in the red *Void Ballot Envelope*.
6. Record the void on the *Void Notes pages*.

Replace One Sheet of a Two-Sheet Ballot

If a voter wants a replacement of only one sheet of the ballot, follow these steps (in this scenario the voter wants a new second sheet).

1. Place a **VOID** sticker over the top left barcode on the voter's old sheet two.
2. Pull both sheets of the correct new ballot and scan the ballot stub barcode on the ePB.
3. Remove the ballot stubs from the ballot sheets and place them in the *Ballot Stub Bag*.
4. Place voided label on the top left barcode of the new ballot sheet **NOT** being replaced (new sheet one), and place it in the red *Void Ballot Envelope* with old sheet two.
5. Give the voter the new sheet two.

SHEET 1	SHEET 2
BALLOT Page 1/4	BALLOT Page 3/4
(Page 2 on back)	(Page 4 on back)
BALLOT STUB	BALLOT STUB

At the end of this process, the voter should have one complete ballot set. It consists of old sheet one and new sheet two. The red *Void Ballot Envelope* contains new sheet one and old sheet two.

If a voter abandons a ballot sheet at the voting booth or Vscan, void the ballot. Place a **VOID** sticker on the ballot and place it in the *Void Ballot Envelope*. **Do not void the ballot in the ePB.** Make a note in the *Void Notes pages*, this may affect ballot accounting!

Unscanned Ballots (Vscan)

Unscanned Ballots Explained

In the event there is a problem with the Vscan and ballots will not scan, or there is a power outage (Vscan has a battery back-up of up to 3 hours), voter's ballots may be cast as an unscanned ballot. Remember voters may scan their ballot into any Vscan at a location.

See Troubleshooting Vscan in section 10.

> **CONTINUE TO PROCESS VOTERS EVEN WHEN THE EQUIPMENT IS NOT WORKING!**

What to Do

Voters will go to the VAT instead of scanning their ballot.
At the VAT:

- The VAT PEO finds a green labeled Unscanned Envelope.
- Write information on the front of the Unscanned Envelope.
- Voter places completed ballot in the green Unscanned Envelope and seals it.
- Voter deposits Unscanned Envelope in the *Provisional and Unscanned Envelope bag*.

Example: Reason no power

> Anytime there is an issue with the voting equipment the VLM should make a note on the *Notes Pages/Forms Binder*. Always include voter's name and birthdate in the note along with PEO initials.

Provisional & Unscanned Envelope bag

Sample of unscanned envelope. PEO writes reason on the envelope, voter places their voted ballot inside the envelope, seals it, and then places in *Provisional and Unscanned Envelope bag*. The Unscanned envelope is always labeled green.

> 101 CINCINNATI 1-A
>
> Voted Unscanned Ballot
>
> Voted ballot that would not scan and needs to be counted at the Board of Elections.
>
> Reason_____

SAMPLE

ADA Explained

Under both state and federal law, Ohio polling locations are required to be accessible to people with disabilities. The Help America Vote Act requires that all voters must have the ability to independently cast a private ballot. The ADA sets standards for ensuring that people with disabilities have equal access to public services and facilities.

Voters with disabilties have the right to vote.

It is the duty of each PEO to work with and accommodate voters who have disabilities.

Rules to Remember:
- Always speak directly to the person with the disability, not to a companion or interpreter (put the person before the disability).
- Slow down. Don't rush any voter through the voting process.
- If the voter has trouble hearing use the *Voting Guide for Deaf/Hard of Hearing Voters* (in the Administration Bag).
- Some voters may have cognitive disabilities, which may manifest itself in slurred speech or a lisp.
- Be aware that not all disabilities are obvious and treat every voter respectfully.
- Ask how you can assist the voter if you are not sure what the voter needs from you.
- Never distract a service animal, they are working!
- Look directly at the voter when communicating.
- Communicate in writing if necessary.
- Do not lean or hang on a person's wheelchair.
- If you are asked to guide a person with a visual impairment, offer your arm instead of grabbing theirs.

Assisting with Marking a Ballot

Any voter with a disability may receive assistance from a person of their choice or two PEOs. Log information in the *Notes Pages/Forms Binder*. If PEOs assist the voter, both DEM and REP PEO must assist together. The voter's employer, an agent of the voter's employer or union, or any candidate whose name appears on the ballot may not assist the voter.

Curbside Voting

What is Curbside Voting?

Voters who are physically unable to enter the polling location may vote as Curbside Voters.

Curbside Voting Instructions

Each polling location will be supplied with a sign for curbside voting. This sign is to be affixed to one of the handicap-accessible parking signs at your polling location, at the same time that the 100' Campaign Neutral Zone signs and flags are being set up Tuesday Morning. The sign instructs voters who wish to vote Curbside to call a phone number at the Board of Elections. The Board will receive the call, determine whether the voter is eligible to vote curbside, and if so, the Board will then call the VLM at the location to notify them of the voter's presence. The Board will provide the VLM with the voter's name and address, and the PEOs will perform a Manual Search using the information provided to locate the voter on any ePB.

Once voter is found in an ePB:

- Verify the voter lives in a precinct at your polling location from the ePB screens, and pull the correct ballot just as you would for any voter (remember the curbside voter could also be a Provisional voter).
- Two PEOs of opposite parties go outside with the ePB, stylus, voter's ballot, unscanned ballot envelope, clipboard, and pen.
- Use ePB to check-in voter and verify photo ID.
- Once checked-in, give voter materials to vote. Instruct the voter to place their voted ballot into the green unscanned envelope.
- Write **curbside** on the unscanned envelope and place it in the *Provisional and Unscanned Envelope bag*.
- If the curbside voter is a **Provisional Voter**, follow processing Provisional voter instructions. Two PEOs of opposite parties take the VAT ePB, the voter's ballot, provisional envelope and instructions outside.

Alternatively, a curbside voter may arrive at the polling location and send a representative for themselves into the polling location. This representative will alert PEOs that there is a Curbside voter in a vehicle outside. PEOs will follow the same procedure as above after finding the voter in an ePB.

Log all curbside voting activities in the *Notes Pages/Forms Binder.*

Voting and Void Ballot at Access Station

Voting at the Access Station

The Access Writer is primarily used for voters with disabilities. The voter marks their ballot electronically, prints their voted ballot and scans into Vscan.

Instructions on Voting using the Access Writer

Follow the usual procedure when processing the voter. Once voter makes known they would like to vote using the Access Writer, follow these steps:

1. Place **VOTED ON ACCESS WRITER** sticker over top left barcode on ballot.
2. Take voter to Access Writer booth.
3. **READY FOR USE** screen will display (the screen should be readied when opening the polls Tuesday morning).
4. Press **READY FOR USE** button in the top left corner of screen.
5. Enter the Poll Worker Code (found in *Keys and Codes bag*) and select **ACCEPT**.
6. Select **ACTIVATE BALLOT**.
7. Choose the correct precinct from the list. Match it with the ePB scanned ballot precinct number to make sure you select the correct precinct.
8. Choose the correct ballot style to match the same as above.
9. **If Provisional voter call the Help Desk**.
10. Confirm the selection and then press **YES, ACTIVATE THIS BALLOT**.
11. If precinct is incorrect select **NO** and return to main menu.
12. PEO places ballot (with label on barcode) in *Voted on Access Writer bag*.
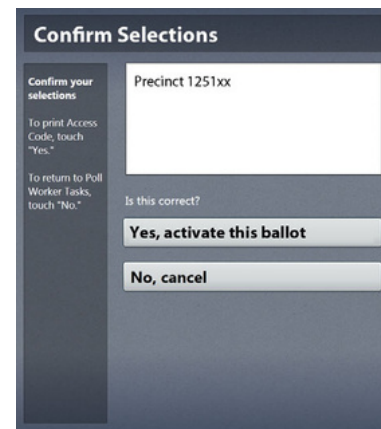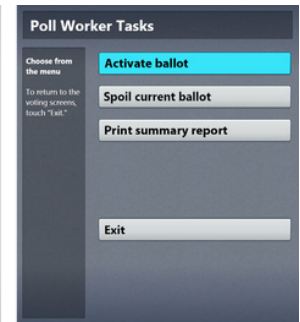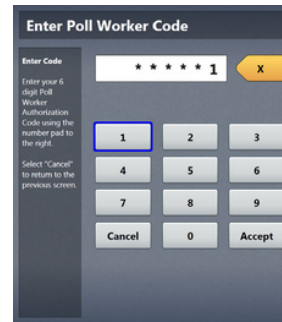
Voting and Void Ballot at Access Station

Directions for Voters:

If voter is using Touch Screen, offer stylus.

1. Select **TO GET STARTED TOUCH HERE** or move wheel on Access Controller.
2. To program accessibility features select **YES, HELP ME CHANGE THE SETTINGS** or select **NO, SKIP STRAIGHT TO BALLOT**.
3. *LEARN ABOUT YOUR BALLOT* will display on screen. Select **Begin Voting**, **Learn to use this ballot**, or **View contests on the ballot**.
4. Make choice using touch screen or Access Controller. Selected choice displays green box with check mark left of choice. **NEXT** button will advance to contest. Review ballot choices at anytime by selecting **REVIEW YOUR CHOICES**.
5. Review your choices will display at the end of the ballot. Select specific contest to review or select **Return to ballot** to go to last contest visited.
6. Review and confirm choices. Select **Yes, Print my ballot**.
7. Retrieve printed ballot from printer (directly next to Access Writer).
8. Cast printed ballot into the Vscan.
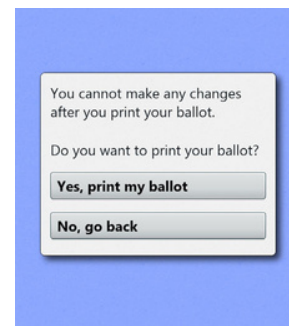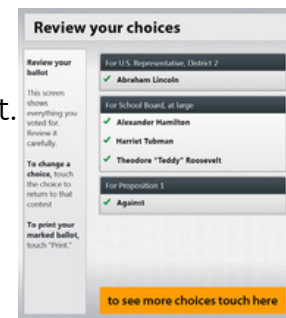
Void Ballot on Access Writer

A VLM may need to cancel the Access Writer to void an open ballot if the voter has the wrong ballot or leaves a precinct without completing the ballot marking process. **To void ballot on the Access Writer, call the Help Desk 946-8585.**

The permissible time limit for a voter to occupy a voting compartment or use a voting machine is 10 minutes. However, a voter should be given a reasonable amount of time to mark and check their ballot. The 10 minute time limit does not apply to any voter with a disability requiring the use of an accessible voting machine. If a voter seems to be taking an unusually long period of time while in the voting booth, two precinct election officials of different political parties may inquire, in a polite and professional manner, if the voter requires assistance. Call the Help Desk with any questions.

Section 7: Provisional Voting

Provisional Voting Information

A voter whose eligibility to vote a regular ballot cannot be verified at their polling location on election day can vote provisionally.

Four Categories of Provisional Voters:
1. Voter moved or changed their name without updating their voter registration.
2. Voter did not bring a valid photo ID to their polling location.
3. Voter's name is not found on the *Find Voter List*.
4. Voter requested an absentee ballot, had election mail verifying their address returned undeliverable, or has been formally challenged.

Help America Vote Act (HAVA)

Passed in 2002, provides that no American who is qualified/registered to vote anywhere in her or his state should be turned away from a polling place in that state. Provisional voting is a 2nd chance for a registered voter (who otherwise would be turned away from the polls) to have their vote counted. The voter will complete the yellow fields on, and sign the Provisional Envelope in the specific precinct for their current address. Voter will receive a ballot, then place the voted ballot in their completed envelope. Voter deposits their sealed envelope in the *Provisional and Unscanned Envelope bag* at their poll. The voter will be given a Provisional Ballot Notice. (Provisional ballots cannot be scanned at the poll.) Provisional ballots are transferred to the Board office election night and held in a secure location. Provisional ballots are not included in unofficial results released election night. In the days following Election Day, Board reviews all Provisional envelopes to determine if votes should be counted.

Provisional Envelopes are:
- Reviewed by bipartisan teams for eligibility
- Checked for voter name, date of birth, address, identification, signature
- Checked with other Ohio counties to verify voter registration
- Checked to make sure voter did not have another ballot cast & counted

If a voter did not present valid photo ID when casting their ballot, the voter has four days after election day to present valid photo ID to the Board of Elections. This is called the Curing Period. Valid provisional ballots are added to the official election results released approximately 21 days after the election. Provisional voters may find out if their ballot was counted in the official count by calling the number listed on the yellow *Provisional Ballot Notice page*.

Provisional Voting

What are provisional voters?

Provisional voters are voters who appear to vote, but for one reason or another, the Board of Elections needs to verify their information before counting their ballots. It's important to note that provisional voting is not bad. It just requires a few extra steps!

There are many reasons for provisional voting, such as:
- A change of address that moves a voter into your precinct from a different precinct*****
- A voter requested an Absentee ballot
- ePB indicates that the voter **Must Vote Provisionally** (Acknowledgement Card mailed to the voter was returned to the BOE as undeliverable)
- Voter is not found in the ePB
- The voter has a name change but does not bring proof that shows both the new and former name
- The voter cannot or refuses to provide acceptable ID
- Voter provides only expired ID
- Challenged Voter - call **(513) 946-8500** and press **1** for instructions
- The voter refuses to say their name or address aloud for verification
- The voter's signature is **very** different from the one on file and does not match
- Voter does not have an acceptable form of photo ID due to a religious objection to being photographed

Processing Provisional Voters

All voters begin check-in the same way. However, once it becomes clear that the voter is provisional, the check-in process at a normal ePB should end, and the voter should be sent to the VAT ePB.

When processing Provisional Voters, refer to the **Provisional Voting Booklet** for assistance! It is found in the *Provisional VAT ePB Processing Bag*.

The key to processing a provisional voter - Process the voter at the VAT ePB, make sure they fill out the **Provisional Ballot Affirmation Envelope**, especially the highlighted fields, and do not allow a provisional voter to cast their ballots into the Vscan.
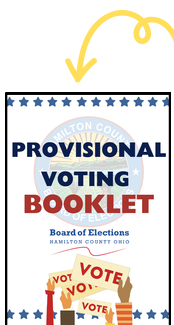
*Please note that if a voter moved but their current address is in the same precinct as their old address, the voter casts a regular ballot. Follow the ePB instructions, and the voter **must** fill out a registration card to update their current address.

Provisional Voting

There are four categories of provisional voters.

1
The ePB locates the voter without issue and prompts you to process the voter provisionally.
This first category is simple. The voter's name and address will display correctly in the ePB and the ePB will automatically indicate that you should **PROCESS PROVISIONAL**.

2
You change information about the voter in the ePB and the ePB prompts you to process the voter provisionally.
The voter's current address does not match the address listed in the ePB.
1. Select the yellow **NO, NEEDS CHANGES** and then the blue **EDIT**.
2. Enter and search for the new address.
   a. If the address is not located within the polling location, redirect the voter to the correct polling location.
3. If the address is within the polling location, select **YES CONTINUE** and then **PROCESS PROVISIONAL**.

3
You are unable to locate the voter in the ePB after all three manual voter searches.
Select the red **No Voter Found.** Enter the voter's information and select **PROCESS PROVISIONAL.**

4
The voter does not provide valid ID, but the voter's name and address is listed correctly in the ePB.
This is the same as above! Select the red **No Photo ID**. Enter the voter's information and select **PROCESS PROVISIONAL**.

For all options, the steps following their categorization are the same. Here are the ePB steps:
1. Give the voter their correct precinct **Provisional Ballot Affirmation Envelope**.
   a. Voter completes and signs the **Provisional Ballot Affirmation Envelope**.
2. Check to make sure this **Provisional Ballot Affirmation Envelope** is filled out correctly and completely.
3. On the ePB screen, press **SELECT BALLOT**.
4. Flip ePB for voter to sign.
   a. Voter signs ePB.
5. Confirm the signature matches.
6. Read the ePB to inform you on which precinct's ballot to pull.
7. Scan the bottom ballot barcode to ensure you have the correct ballot.

Provisional Voting

Issuing a Provisional Ballot

1. After you scan the barcode stub, remove the stub just as you do with regular voters and place it in the *Ballot Stub Bag*.
2. Cover the top, left barcode on the ballot with a yellow **PROV** sticker.
3. Give the voter a **Provisional Ballot Notice**.
4. Hand the voter their ballot, the **Provisional Ballot Notice**, and their completed **Provisional Ballot Affirmation Envelope**. Send the voter to a voting booth to vote.
   a. Voter completes their ballot, puts it in the **Provisional Ballot Affirmation Envelope**, seals the affirmation and places their affirmation in the *Provisional and Unscanned Ballot Bag*.

> Confused on where to find all these documents and stickers?
> Look in the *Provisional VAT ePB Processing Bag*! This bag contains the **Provisional Ballot Affirmation Envelope**, *Provisional Ballot Notice*, PROV stickers, **Provisional Voting Booklet**, *Provisional Voter Precinct Verification Form 12D*, and ***Religious Objection to being photographed Form 12O***.

If a voter does not have a valid photo ID due to a religious objection, the voter must also fill out a Form 12-O. This form should be attached to the **Provisional Ballot Affirmation Envelope** using blue painters tape.

Here is a **Provisional Ballot Affirmation Envelope**. Everything in yellow must be completed. Frequently missed areas include Section 2, the **Date of Birth** and Section 5, **Identification***.

STOP

*Section 5 cannot be completed if a voter does not provide Valid photo ID. Only those who do not provide a valid ID are required to cure their ballots after Election Day.

Envelope is precinct-specific!

Provisional Ballot Affirmation envelope for 103 CINCINNATI 1-C

Provisional Voting

Multiple Polling Places

IF voter insists on voting in wrong precinct at correct location, complete *Form 12-D* and attach to provisional envelope.

> This is extremely rare. If you have any questions call the Help Desk.

Form No. 12-D Prescribed by the Secretary of State (08-17)

Provisional Voter Precinct Verification Form

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1   Find the voter's address in the Voting Location Guide.

STEP 2   Write the name or number of the voter's correct precinct below:

STEP 3   Write the name and address of the voter's correct polling place below, if different from where you are now:

STEP 4   Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5   Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

_____
Signature of Precinct Election Official

Precinct Name/Number	Polling Place Name

Attach this form to the voter's provisional ballot envelope.
Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

Precinct Lookup on ePB

Sample address: **3634 West Liberty St**
Cincinnati OH 45205

Touch **HOME**

Select **PRECINCT LOOKUP** from drop down menu

Enter house number   (ex: 3634)

Type complete directional word (ex: WEST) then a space followed by first 3 letters or more of street name

　　　　(ex: WEST LIB)

Touch **SEARCH** (If correct street still not showing try search without the direction   ex: LIB)

Touch the correct street to highlight (make sure the zip code matches)

Touch **CONTINUE**

Make sure you have found the voter's correct street address - if not then Touch SEARCH AGAIN

If precinct is **NOT in your location** direct voter to the location address listed. Write the correct location address down and give to voter

Touch CONTINUE to complete and Touch PROCESS NEXT VOTER

 = Flip screen towards voter

 = Enlarge map

Precinct Lookup or Redirect have similar screens to get voter to correct location.

7-8

Add New Voter (Voter not found - Provisional - Ballot not scanned)

1 If after both manual searches on ePB and checking the Find Voters List - you can't find voter
Search again using manual search LAST NAME AND HOUSE NUMBER

Touch **NO VOTER FOUND**

2 **Enter name and birthdate,** Touch CONTINUE

Enter house number and street name, Touch SEARCH
Touch correct Address Found to highlight
Is the precinct in your location? If yes, Touch CONTINUE
(If no, follow PRECINCT LOOKUP instruction sheet)

3 Is there an apt #?
Show screen to voter, voter Touches CONFIRM
Touch CONTINUE

If all information is correct Touch YES, CONTINUE

4 **Any voter added to ePB will vote provisionally**
Touch **PROCESS PROVISIONAL** to get correct ballot style

Voter signs ePB and touches DONE
Scan ballot **stub barcode** to confirm correct ballot
and complete ePB check-in

Follow Provisional Place Mat - complete ALL steps

Provisional Voting on Access Station

Follow procedures for checking in a Provisional voter on the VAT ePB earlier in this section (verifying or updating address, signing VAT ePB, completing Provisional envelope, issuing ballot, ballot stub barcode scanned and removed). **Direct voter to VLM.**

VLM:
- Put Voted on the Access Writer sticker over the top left bar code of the ballot.
- Place blank ballot with label into bag marked *Voted on the Access Writer*.
- Follow directions for voting at Access Station
- When printing a provisional ballot off an Access Writer, ballot is printed with Provisional across top.
- Instruct voter to insert ballot into their completed provisional envelope.
- Voter seals the provisional envelope and casts it into the *Provisional and Unscanned Envelope Bag*.

STOP

If the voter fails to print their completed ballot and it is still visible on the Access Writer screen when they leave the polling place, **Do NOT print the ballot for them**.
If voter leaves a completed ballot on the Access Ballot Printer, **Do NOT scan the ballot in the Vscan**, **call Help Desk for instructions**. 946-*8585*

Provisional & Unscanned Envelope bag

Section 8: Election Evening Close Polls and Pack Up

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Close Polls Preparation

Preparing to Close Polls (NEVER before 7:30pm)

Polls close at 7:30 pm unless directed to remain open by court order. The BOE will send an ePB alert with instructions if this occurs.

At 7:30pm, the VLM declares, "The polls are closed, everyone in line by 7:30pm will be allowed to vote." If there is a line of people to vote at 7:30pm, a PEO stands at the end of the line to mark the last voter and politely inform voters still arriving that polls are now closed.

No equipment is to be broken down/packed up until the last voter has left the voting location.

Checklist:

Two PEOs of opposite parties:

☐ Close polls on Vscan

☐ Close polls on Access Writer

☐ Close polls on check-in ePBs

☐ Close election on VAT ePB

Everyone:

☐ Pack up supplies, voting booths and any other election material

VLM and VLD:

☐ Complete ballot accounting

☐ Pack the *Blue Ballot Bag(s)*

☐ Deliver *Red ePB Case*, white Vscan(s), *Blue Ballot Bag(s)*, and blue *Provisional and Unscanned Ballot Bags* to the drop-off location by 9 pm!

Call **Help Desk** if you'll be late!

> Ballot accounting is a way to determine how many ballots were used at the polling location for each precinct on Election Day. The VLM and VLD do ballot accounting together. If ballot accounting does not reconcile, write it in the *notes pages* and continue to pack.

Close Polls

Close Polls Vscan

Close polls and print final reports instructions:
1. Press the blue button on the back of the Vscan.
2. On the Vscan Main Menu screen, select Close Polls.
3. Together two PEOs (opposite parties) enter the Close Polls Code and press Accept. A Close Polls Report will print from the Vscan tape printer.
4. Tear off the tape and have both the VLM and a PEO of the opposite party sign the tape. Take the tape to the VAT ePB for **Ballot Accounting**.
5. Print a Print Tally Report. Sign it the same way as the previous report.
6. Tape the Print Tally to the exterior of the polling location door with blue painters tape.

After you use the **Close Polls Report** for Ballot Accounting, place it in the *Election Day Reports Bag*.

Power off Vscan and remove from Ballot Box:
1. Press the red button on the back of the Vscan to power it off.
2. When the screen is black, use the yellow key to unlock and undock the screen.
3. Place the screen in pack position, latch it, and use the yellow key to lock the screen in place.
4. Close the Vscan, fasten its latches, and use the purple key to lock it shut.
5. Remove the privacy wings from the ballot box and unplug the surge protector from the wall.
6. Hold the Vscan cord by its plastic sheath to pull the power brick from the Vscan.
7. Place the cords and surge protector in the *Vscan Cords Bag*.
8. Use the black key to unlock the ballot box. Remove the ballots and place them in the *Blue Ballot Bag*.
9. Inside the ballot box, pull the white string forward to release the Vscan from the ballot box.
10. Remove the Vscan* from the ballot box.

Do not yank the cord from the back of the Vscan! Hold it as close to the metal insert as possible and remove gently.

*The Vscan gets taken to the **drop-off location**. Do not put it in the caddy.

Take Down Ballot Box:

1. Pull the floor of the ballot box up and position it behind the gray pouch.
2. Close the ballot box door and use the black key to lock it.
3. Lift the lid of the ballot box and lay it gently against the side of the ballot box.
4. Hook the three rubber bands to the lid to secure the ballot box lid.
5. Push the side panels inward to collapse the ballot box. Push the box shut until it is entirely flat.
6. Latch the four clips on the side of the ballot box.
7. Roll the folded ballot box over until the handles are on the floor and slide the tote over the ballot box.
8. Place the privacy wings in the tote with the ballot box.
9. Place the ballot box totes in the caddy.

STOP

DO NOT put the Vscans in the caddy. **Make sure to take them to the drop off location**.

Close Polls Access Station

Power Down Access Writer Instructions:
1. Press the red button on the back of the Access Writer to power it off.
2. When the screen is black, use the yellow key to unlock and undock the screen.
3. Place the screen in pack position, latch it, and use the yellow key to lock the screen in place.
4. Unplug the headphones from the Access Controller and place them in the *Access Station Cords Bag*. Lay the Access Controller flat in the Access Writer.
5. Close the Access Writer, fasten its latches, and use the purple key to lock it shut.
6. Remove the privacy wings and unplug the surge protector from the wall.
7. Unplug the Access Writer cords from the surge protector and hold the Access Writer cord by its plastic sheath to pull the power brick straight from the Access Writer.
8. Place the cords and surge protector in the *Access Station Cords Bag*.
9. Pull the slide under the booth table forward and lift the Access Writer to remove it from the booth table.
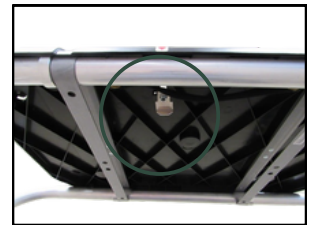
Pack Up Access Printer:
1. Remove paper from the printer. The paper goes into the accordion folder which should be left sitting on top of the supply box.
2. Pull out paper tray and push the blue extender on the paper tray in so that it is no longer extended.
3. Place paper tray back into printer.
4. Unplug all cords from the printer and place them in the *Access Station Cords Bag*.
5. Pick up the printer by its side handles and place it into the cardboard box, repositioning the Styrofoam to protect the printer.
6. Fold the box flaps down. The printer should fit perfectly in the box. If it does not, the printer is not placed correctly in the box.
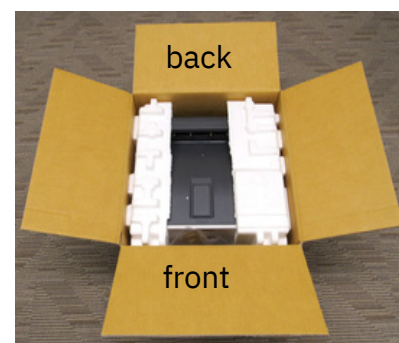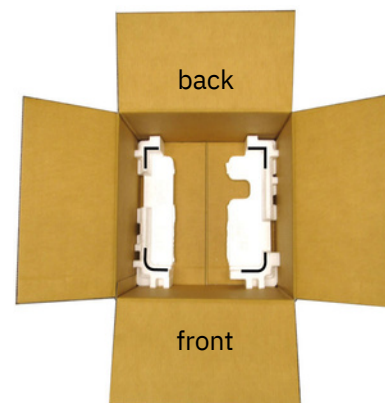
Dismantle and Pack Booth and Printer Tables:

1. Turn the booth table over on the printer table and press metal buttons and pull the front two legs to remove them.
2. Press metal buttons and and pull the u-shaped leg to remove it.
3. Slide the black handle connected to one leg down until the legs collapse together.
4. Wrap the rubber bands around the legs of the booth to secure the legs in place.
5. Flip the printer table over and collapse it.

Pack Access Writer Booth Tote:

1. Place the booth table into the Access Booth Tote first. Make sure the legs face down so no one will hurt themselves by reaching into the tote.
2. Place the printer table in the booth tote pocket.
3. Put privacy wings in the pocket with the printer table.
4. Put the u-shaped leg into the tote with the legs facing down.
5. Put the front legs into the tote and close the tote flap.
6. Place all Access Station components in the caddy.

Ballot accounting is a way to determine how many ballots were used at the polling location for each precinct on Election Day. The VLM and VLD do ballot accounting together. If ballot accounting does not reconcile, write it in the *notes pages* and continue to pack.

Close Polls on Check-in ePBs at 7:30pm:

1. Select ▤ on the home page.
2. Select **DEVICE INFO/LOGOUT.**
3. Select **CLOSE THE ELECTION**.
4. Select **YES** only once you are sure you want to close the polls. **Do not do this before 7:30pm**.
5. A Democrat PEO enters **Password #1** and a Republican PEO enters **Password #2**.
6. Select **LOCK DEVICE**. Wait while the data synchronizes.
7. **Repeat** with **all check-in** ePBs.

🛑 Close ALL check-in ePBs before closing the VAT ePB!

Close Polls on VAT ePB:

1. Select ▤ on the home page.
2. Select **DEVICE INFO/LOGOUT**.
3. Select **CLOSE THE ELECTION**.
4. Select **YES** only once you are sure you want to close the polls. **Do not do this before 7:30pm**.
5. A Democrat PEO enters **Password #1** and a Republican PEO enters **Password #2**.
6. Select **LOCK DEVICE**. Wait while the data synchronizes.
7. Move on to Ballot Accounting.

Ballot Accounting

Ballot Accounting Instructions

On the Device Locked screen, select **ACCOUNTING**:

Unused Ballots:
1. Look at the stub number for the next unused ballot. If no ballots were issued, enter **1**.
2. Select **DONE**.
3. Repeat this for all boxes. Verify that you are entering the correct information for each ballot style.
4. Select **NEXT STEP**.

Other Ballots:
1. Retrieve all **Provisional Ballot Affirmation Envelopes** and unscanned envelopes from the *Provisional and Unscanned Ballot Bag*. Break the bag's seal to get these.
2. Retrieve all voided ballots from the *Void Ballot Envelope*.
3. On the ePB screen, select **Provisional Envelopes** and enter the total number of **Provisional Ballot Affirmation Envelopes** for each precinct. You can find the precinct number at the top right of the affirmation envelope!
4. Select **DONE**.
5. Select **Void Ballots** and enter the total number for each precinct.
6. Select **DONE**.
7. Select **Unscanned Ballots** and enter the total number for each precinct.
8. Select **DONE**.
9. Select **NEXT STEP**.

Scanner Totals:
1. Select **Vscan #1** and enter total voted ballots from one **Close Polls Report**. On the report, find the total value under **Precinct Ballot Count** and enter it for **Vscan #1**.
2. Select **ENTER**.
3. Repeat this process for **all** Vscans, using a different **Close Polls Report** for each one.
4. Select **NEXT STEP**.

Ballot Reconcile:

1. Select **VLM and VLD SIGNATURES** when the totals balance.
   a. If the totals do not balance, you can go through the Ballot Accounting steps once more, but never more than once. Discrepancies are handled at the Board. Simply write your best guess in the *General Notes*.
2. VLM enters their name and selects **CONTINUE**. Sign by the **X** and select **ACCEPT**.
3. Select **ADD ANOTHER SIGNATURE**.
4. VLD enters their name and selects **CONTINUE**. Sign by the **X** and select **ACCEPT**.
5. Select **SUBMIT**.
6. Select **YES** once you are done.

Take Down ePBs

1. Touch the home button on all ePBs.
2. Press the power button on the upper left side of the ePBs until *slide to power off* displays.
3. Swipe the screen from left to right and unplug the ePB.
4. Power down the router and unplug it.
5. Unplug the printer.
6. Pack up all ePBs and accessories in the red ePB case.
7. Bring all packed ePB cases to drop-off location.

Almost done. You've got this!

Extended Poll Hours

Extended Poll Hours Instructions

If the Polls are **Court Ordered** to remain open after 7:30pm, follow the procedures below. The court may order polling places to remain open after 7:30pm. If this happens, the VLM will be notified by cell phone from the Board of Elections or a message will display on your ePBs.

- One PEO must get in line behind the last person in line at 7:30pm. All voters arriving at the polling location after 7:30pm must get in line **behind the PEO**.
- **All voters behind the PEO MUST VOTE PROVISIONALLY**.
- Remove the Polls Ordered Open Past 7:30pm info from the *Forms Binder* and take out the *Voted After 7:30pm labels*.
- Apply one label to the upper right-hand corner of each provisional envelope.

Follow all other procedures in the Provisional Voters section.

At the end of the night:

- Count these provisional envelopes separately and enter total in the *Notes pages*.
- Provisional ballots cast prior to 7:30pm and after 7:30pm are added together and the total number is used during ballot accounting.
- Rubber band these provisional envelopes together, keeping them separate from other provisional envelopes cast during Election Day.
- Place them in the *Provisional and Unscanned Envelope Bag* provided for returning provisional envelopes.

Follow the Closing Polls procedures.

> Remember, **no** PEO may leave the polling location until all items are prepared for transport to the Board drop off location. When all voters have finished voting and have left the precinct, begin the close poll procedures. **DO NOT** turn off any voting equipment until you have printed the reports from the Vscans and the Access Writer. Follow procedures for Closing Polls on both **BEFORE** turning them off. Close the election on Check-in ePBs, then the VAT ePB. Proceed with Ballot Accounting on the VAT ePB.

Early Pick Up Program

Your polling location may be selected to participate in the Early Pick Up Program. If your precinct is selected, the VLM will receive written notification from the Board of Elections prior to Election Day. Special Instructions will be provided in the *Special Instructions Bag*.

What's in each bag/case?
At the end of the night, here's what should be located in the *Blue Ballot Bag*, *Red ePB Case*, and *Provisional and Unscanned Ballot Bag*:

Blue Ballot Bag
- Voted ballots
- *Red Voided Envelope* with voided ballots inside
- *Voted on Access Writer Bag*
- *Election Day Reports Bag*
- Unused ballots
- *Ballot Stubs Bag*
- *Find Voters List*
- Keys

goes to
drop-off location!

Red ePB Case
- ePBs with power cords
- Printer
- Surge protectors
- Router
- Styli
- Extra paper rolls

goes to
drop-off location!

Provisional and Unscanned Ballot Bag
- Unscanned envelopes with ballots inside
- *Provisional Ballot Affirmation Envelopes* with ballots inside

goes to
drop-off location!

Seal Materials before Heading to Drop-off Location
- Seal up each *Blue Ballot Bag* with zip tie from the bag's zippered end compartment.
- Seal the *Red ePB Case* with the zip tie found in the case.
- Seal the *Provisional and Unscanned Ballot Bag* with the zip tie from inside the bag.

The *Red ePB Case*, white Vscan, *Blue Ballot Bag*, and blue *Provisional and Unscanned Ballot Bag* all go to the drop-off location by 9pm on Election Night.

The VLM and VLD **must drive together, in the same car**, to the drop-off location by 9pm on Election Night with the above materials. At the drop-off location, you will sign in and receive a receipt. **Keep the receipt**. Let the Help Desk know if you will be late.

EVERYTHING else goes back into the Caddy. **Please be neat when packing up, it helps Post-Election work go smoothly!**

Packing Up Caddy and Voting Booths

Pack everything neatly in Caddy (except Voting Booths, *Red ePB case*, White Vscans, *Blue Ballot Bags* and *Provisional and Blue Unscanned Ballot Bags*).

- Pack up table materials including *Forms Binder* and place inside Supply Box.
- Remove all posted signs, wires and Flags.
- Pack Caddy using **pack-up photo below** to ensure all equipment is safe and loaded correctly.
- **Please be neat**. It greatly helps the post-election work of the Board.
- Lock Caddy when loading is complete, use padlock, cover and leave at the polling location.
- Dismantle Voting Booths and stack near the Caddy.
- **Access Writer is returned in Caddy.**

Single Location	Double Location	Triple Location

Upper Shelf:
Supply Box
Access Station Cords Bag
Vscan Cords Bag
Clipboards, etc.

Bottom Shelf (all heavy items go on this shelf):
Access Booth Tote
Ballot Box Tote(s)
Access Ballot Printer box
Access Writer
Table Privacy Shields
Signs, wires and flags

Place outside the Caddy: stacked voting booths

Deliver Voted Materials by 9:00pm

RUNNING LATE? If you are running late and will not reach your Drop-off location by 9pm, call the Help Desk.

Drop-Off Checklist:
- ☐ **Packed Red ePB Case(s)**
- ☐ **White Vscan(s)** (blue tags)
- ☐ **Packed *Blue Ballot Bag(s)***
- ☐ **Packed *Provisional and Unscanned Envelope Bag*** (blue)

VLM and VLD must drive together in the same car with the materials above to the Drop-off location.

At the Drop-Off Location:
- Your materials will be checked.
- VLM and VLD will be required to sign in and will get a Receipt. Please be patient and make sure you receive and retain this receipt.
- PEOs not traveling to Drop Off may leave the polling location once all of the above packing procedures are completed.

Thank you for working the polls!

Section 9: Frequently Asked Questions/Glossary

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May a voter drop off an absentee ballot at the polling place?

No, Ohio law requires the voter to return an absentee ballot to the Board of Elections. If the voter is unable to travel to the BOE by 7:30 pm, process the voter provisionally.

Is there a write-in candidate in this election?

If there is a certified write-in candidate in a contest in a precinct at your location, there will be a "Write-In" envelope with instructions and names of any write-in candidates included in the Administration bag. Voter asks PEO to see the write-in list/envelope.

Why is a voter marked "Absentee Voter" in the ePoll Book?

The voter either requested an absentee ballot by mail or appeared in person to vote at the BOE during early voting. If the voter appears at the polls to vote, the voter must vote a provisional ballot, so the Board can verify that the voter did not vote twice.

Why is a voter marked "ACK Card Returned" in the ePoll Book?

The voter's Registration Acknowledgement Card was returned to the Board by the Post Office as 'undeliverable'. The voter must vote provisionally so the Board can verify the voter's current address and identity.

Why is the voter marked "Record ID" in the ePoll Book?

The voter failed to provide ID when registering to vote. If the voter appears to vote, you must record, in the *Notes Pages* of the *Forms Binder*, the type of ID provided. If the voter provides a driver license or social security number, record the number. If the voter provides any other acceptable form of ID, retain a copy of the document and place it in the ID DOCUMENTS SLEEVE in the FORMS BINDER. Once the voter has provided proper ID, the voter may vote a regular ballot. However, if a voter provides only a social security number or fails to provide ID, the voter must vote provisionally.

What time do Ohio's Polls Close?

7:30pm

How many feet from the entrance of the polling location are the flags to to be placed?

As close to 100 feet (40 paces) as reasonable - flags shouldn't be in an area that pose a danger to campaigners or the public, like the middle of a street. Call the Help Desk with any questions on flag placement.

Frequently Asked Questions: Procedures

Who is a "Regular Ballot" Voter or a "Regular Voter"?
A voter who provides valid photo ID, and the voter's name & current address are found in the ePoll Book (at an address in a precinct in your location), and voter does not have a Special Designation to vote provisionally.

See section 6

What are valid forms of photo ID?
Ohio driver license, State of Ohio Identification card or interim ID issued by the BMV, US Passport or Passport Card, US Military ID Card, Ohio National Guard Card, or US Department of Veterans Affairs ID Card. The ID must not be expired.

See section 6

Are both a Democratic and a Republican PEO required to transport voted ballots (ie Red, White, Blue & Blue) to the drop off location after the polls close?
Yes, Ohio Law requires it.

Who is allowed in the polls during the election?
Voters, a voter's minor children, persons assisting voters, election officials, PEOs, credentialed Board staff, persons reviewing 6:30am, 11:00am and 4:30pm Voted Lists, appointed Observers with Certificate of Appointment, Police Officers, credentialed media (may film but cannot film a voter's ballot and cannot broadcast live from the voting area).

See section 1

How should a PEO respond if a voter asks questions about candidates or issues?
Politely tell the voter that PEOs cannot advise

A voter enters the polling location wearing campaign attire. What do you do?
Ask the voter nicely to remove or cover the items. If the voter refuses, the voter must be permitted to vote.

What should you ask a voter to provide?
Name, current address, valid photo ID

See section 7

Who must vote provisionally?
A voter who has changed their name and does not have proof of name change; A voter who recently moved into your precinct; A voter who cannot provide valid photo ID. Make sure the Provisional Voter is at the correct location. Check the voter's current address in the VAT ePB.

The power to the Vscan was accidentally turned-off or unplugged. What should we do?

This is not a problem. The Vscan has a battery back-up for up to 3 hours. No election data will be lost. If power is lost, simply turn the power back on or plug-in the unit and follow the instructions on the screen. (The password will have to be re-entered; place the 'power up tape' in the *Election Day Reports bag*; make a note in the *Notes pages* in the *Forms Binder*.)

We just turned on the Vscan and/or Access Writer and there is a "printer error". How do we fix it?

Open the tape printer compartment and make sure paper roll is in correctly. If the problem persists, contact the Help Desk.

Our Vscan is not working properly. What should we do?

Contact the Help Desk.

The Vscan is scanning slowly and making a clicking noise. What should we do?

Make sure Vscan is secured on ballot box properly and locked down. If the problem persists, contact the Help Desk.

Glossary

Access Station - A voting station primarily for voters with disabilities to mark their ballot electronically. Consists of an **Access Writer** (ballot marking device) mounted on a folding stand (**Access Booth**) and connected to a ballot printer (**Access Ballot Printer** on adjacent table). Voter marks their ballot using the Access Writer touch screen or the tethered hand held controller (Access Controller). Access Controller is compatible with headphones, tactile input switches and other inputs. Voter prints out their marked ballot and then feeds it into a Vscan ballot scanner.

Assisted Voter - A voter who asks for assistance in marking the ballot. Assisted Voters may have a person of their choice or two PEOs (one from each party) assist them. The only people who CANNOT assist a voter are their employer, union representative, or a candidate.

Ballot Box - Lockable large black box (comes folded in black fabric Ballot Box tote). A Vscan (ballot scanner) is locked on top of every assembled ballot box to accept voted ballots and secure them into the locked ballot box.

Blue Ballot Bag (BBB) – Large blue canvas bag used to return the following ballots (voted, unused, void, voted on Access Writer, etc.), ballot stubs, election day reports, Find Voters List, and equipment keys, to the drop off location on election night by 9pm. It may be used in conjunction with an Overflow Ballot Bag.

Caddy - Wire cabinet on wheels that is delivered to the polling location. It is used to contain and secure equipment, voting materials and supplies at the location it locks with a padlock and has a white plastic sheet cover.

Disabled Access Unit – The Access Station is a ballot marking/ballot printing unit equipped with special features to assist voters with a variety of disabilities, (i.e., headphones, tactile switches).

Election Security - In the polling location all voting equipment, ballots, and election records must be stored in such a way that they cannot be tampered with; all actions taken by PEOs, poll observers and others at the polling location must be in public view and must be documented.

Glossary

ePoll Book (ePB) - A touchscreen unit that contains names and addresses of every voter who is registered in the county. Every voter signs the ePoll Book before voting. The ePB allows the PEO to know if a voter has requested an absentee ballot, or any special directions needed to process the voter. The PEO scans ballot stub to make sure voter receives the correct ballot.

EPUG (Early Pick Up Guard) - Worker assigned to pick up Vscan(s) from selected locations after polls close on election night. VLM will receive written notification from the Board prior to election day and instructions will be in the *Special Instructions bag*.

Find Voters List - List of every registered voter in the location (white cover). Use if a voter cannot be found on ePB. Each voter on the list has a voter code # that can be entered in ePB to pull up voter's record. The list can also be used as an emergency signature poll book.

Identification Requirements - Ohio law requires all voters to present an acceptable photo ID to qualify to vote a regular ballot. Voters who do not have acceptable ID must vote provisionally and present an acceptable form of ID to the Board of Elections no later than four days after Election Day. There are 7 acceptable forms of ID. (see *Acceptable Identification Chart section 6*)

Observers - A person who is officially appointed to observe the election by a political party, five or more candidates, or for an issue on the ballot. The person is allowed to observe in the voting location. Notice of a person's appointment as an observer must be filed with the Board 11 days prior to Election Day. The observer must present a copy of their 'Certificate of Appointment' to the PEO in order to be permitted to observe in a polling location. Observers must take oath administered by VLM, then sign *Observer Oath page* in the *Forms Binder*.

Poll Worker - Also known as Precinct Election Official (PEO).

Poll Worker Code - Six digit code found in the Keys & Codes bag to set up the Access Writer for a voter. Also is used to open and close polls.

Glossary

Precinct - A designated area or political subdivision where voters reside.

Precinct Election Official (PEO) - Qualified voter residing in the county and appointed by the Board to conduct the elections in a polling location in that county. Formerly known as poll worker.

Precinct Street List - Addresses can be looked up on any ePB to check for correct precinct. (see *Precinct Lookup on ePB section 7*)

Primary Election – A Primary Election is an election where political parties nominate their candidates for the general election. Ohio has two recognized *major* political parties – the Democratic Party and the Republican Party. Voters may also select an Issues Only ballot (if applicable). A voter's party affiliation is based on the type of ballot they choose and will remain on their voter files for the next two calendar years.

Provisional & Unscanned Envelope bag - Voters deposit their voted provisional & unscanned ballots into this blue, cubed shaped bag. Bag to be placed on the VAT table. Return to the drop-off location election night with the voted (provisional & unscanned) ballots inside.

Provisional Ballot - A ballot given to a voter whose qualification to vote cannot be immediately established at the voting location. The provisional ballot application and affirmation form (printed on the Provisional envelope) is completed by the voter and returned to the Board office for review and verification after the polls close. Provisional voter must vote in the correct location with correct precinct ballot for their ballot to count. Check the provisional voter's current address in the VAT ePB.

Provisional Voter – A voter that did not update their current address, forgot to bring their identification, requested an Absentee ballot or are listed in the ePB as "must note provisionally". Regular & Provisional voters use the same ballot.

PEO Quick Guide - A manual for PEOs that contains an overview of duties, step by step instructions and checklists of tasks performed before, during and at the end of Election Day.

Purple Registered Voter List - Printed list with purple cover (6:30am list), contains the names of each registered voter in the location. If list is too large to post, place on a table that is accessible to the public. Any person may enter the polling place to review the list; they cannot interfere with voters or the voting process.

Red, White & Blue - Essential materials and equipment that VLM and VLD (opposite parties) must deliver to Drop Off Location by 9pm election night: Red –packed ePoll Book Cases, White - locked Vscans (blue tag), Blue - packed Blue Ballot Bags and Blue Provisional and Unscanned Ballot Bags.

Glossary

Special Designations - Are displayed on the ePB screen to alert PEO of different procedures. Most voters with Special Designations are sent to the VAT. (see *Processing Voters section 6)*

VAT (Voter Assistance Table) - Provides assistance for voters who: have changed their name and/or address, requested an Absentee ballot, had their Acknowledgement Card returned, are unable to provide valid ID, are Challenged and refuse to sign Form 10-U, or whose signature does not match ePB record. VAT also reissues ballots and processes unscanned ballots.

Voted Lists - Printed from the VAT ePB at 11am and 4pm, lists all who voted in the location within the time frame. Post both lists on clipboard that is accessible to the public. Any person may enter the polling location to review the lists; they may not interfere with voters or the voting process.

Voter Registration Form - A form used by a U.S. citizen to register to vote in an election. An individual must complete the form and mail or deliver it to the Board thirty days before the election, in order to be eligible to vote in that election.

Voting Instructions - Information for the voter about when and how to cast their ballot.

Voting Location Deputy (VLD) – The second-ranking PEO assigned to a polling location. The VLD is from the opposite party as the Voting Location Manager, (VLM) (see Voting Location Manager) and is also responsible for dropping-off voting materials after the polls have closed to an assigned drop off location.

Voting Location Manager (VLM) - The VLM is responsible for the overall conduct of an assigned polling location during an election, (including picking-up supplies and voting materials the Saturday before Election Day) and correctly running the election – qualifying voters, documenting procedures, and delivering voting materials at the close of the polls to assigned drop off location.

Voter Code - Eight digit number found next to voter name on the Find Voters List. Can be used to search for a voter on ePB.

Vscan - Ballot scanner secured on top of assembled and locked Ballot Box.

Unscanned Ballot - Voted ballot that could not be read by the Vscan. *(see Processing Voters section 6)*

Write-In Candidate - A candidate officially certified to be a write in candidate by the Board, whose name does not appear on the ballot, but who is eligible to receive votes.

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Section 10: Troubleshooting Equipment

ePB, ePB Printer, and Router

When in doubt, call the Help Desk

The only stupid questions are those not asked. If you struggle with anything on Election Day, we want to help you and resolve the issue as quickly and as efficiently as possible. Below are some common issues we see on Election Day, and ways to resolve them.

Router Issues:

ePB won't connect to router
See sheet located in *Red ePB Case*. Call help desk if problem persists.

Router shows few bars
Move the router to a spot in the room with more bars. Call help desk if the problem persists.

No wifi signal
Power on the router.

ePB Issues:

All voters are flagged, "Wrong Location" in ePB
Send voters to another ePB and call the Help Desk.

The ePB isn't charging
Make sure the power cord is inserted correctly. Unplug and replug it. Continue to process voters.

ePB prompts you to update IOS
Select **Cancel** and continue to process voters.

ePB app unexpectedly closes
Reopen ePB app and log in again. Continue to process voters. If problem persists, call the help desk.

ePB screen freezes
Press power button to make ePB screen black. Open ePB app and press **START** to log in again.

ePB Screen goes black
Press home button to unlock screen and continue processing voters.

Voter needs a replacement ballot but ePB displays, "No Voters Found"
Send the voter to their original check-in ePB. Call the help desk and continue to process voters as the troubleshooter comes to your location.

ePB Printer:
Make sure...
- The power button is pressed down.
- There is a solid blue light on the printer.
- The printer icon on the VAT ePB is green.
  - The printer's top cover should be closed.
  - The printer paper should be slightly sticking out. Make sure to feed the paper correctly, and retry if there are issues.

Tips for ePB

1. **If a voter or PEO is having trouble using the stylus**, they can use a finger to activate the buttons on the screen or to enter typing.

2. **If the ePoll Book icon is jiggling/shaking**, the ePoll Book icon was pushed and held down too long. Touch the INDENT button once and the icon should return to normal. Then, touch the ePoll Book icon lightly to go to the START screen.

3. **Remember, the ePoll Book will power on automatically** when the power cord is connected. When turning the device off or on, it is necessary to HOLD down the on/off button until apple sign appears for ON or 'Swipe to turn off' displays for OFF.

4. **To go back to the previous screen** Touch BACK located at the top left corner of screen.

5. **Touch HOME** (top left corner of screen) to go back to first screen for processing voters.

6. **When typing, the text will begin** to be entered where the flashing blue cursor line is.

7. **If there is no keyboard on the screen** and you need to enter text, touch inside the white text box where you want the text to be entered.

8. **Make sure you are typing the voter's** last name in the LAST NAME box and first name in the FIRST NAME box.

9. **Touch the backspace button** ⌫ on the keyboard to erase one letter/number at a time -or- touch the "X" in the circle on the right of the text entry box to erase the entire entry.

IMPORTANT ePB SCREEN ICONS

📶 = ePB is connected to WI-FI
(GREEN)

🔌 = ePB is connected to power outlet
(GREEN)

💔 *ePB is NOT connected to WI-FI - Call the Help Desk 946-8585
(RED)

🔋 *ePB is NOT connected to power outlet and is running on battery power - Replug ePB power cord in at both ends
(WHITE or ORANGE)

Vscan issues:

Ballot won't scan

- Ask the voter to read the screen to you so that you can assist.
- Remember that the Vscan will reject an unvoted or over-voted ballot on the first try. The voter must select **Cast ballot as is** to cast an unvoted or over-voted ballot.
  - If the ballot is over-voted, ask the voter if they wish to cast it as is or get a replacement ballot.
  - If unvoted, ask the voter if they wish to cast an unvoted ballot.
- If the ballot is damaged, this could also cause the Vscan to reject it.

Call the help desk if a Vscan continues to malfunction.

Continue to process voters even if a Vscan malfunctions. If there are multiple Vscans, instruct voters to use working Vscans. For a **single precinct**, do the following:

1. Give voter the correct precinct unscanned envelope for their ballot.
2. The voter seals their completed ballot in the unscanned envelope and places the unscanned envelope in the *Provisional and Unscanned Ballot Bag*.

Unscanned ballots are counted at the Board.

Do not place voided ballots in unscanned envelopes.

Access Station Issues:

Access Writer screen says *Printer Error*
- Verify that the printer shows a green light on the power button.
  - If not, make sure the power cable is secured in the surge protector and in the back of the printer.
  - If there is power, check that the printer cable connecting the printer to the Access Writer is secure.
- Check that the ballot paper is loaded in the paper tray.

If the error continues, unplug the printer from the Access Writer, wait 15 seconds, and the replug it. If issue is not solved, call the help desk.

No Sound in Headphones
- Make sure headphones are plugged into access controller.
- Rotate black wheel on access controller from left to right to initiate audio.